

BOLIM Employee Tuition Reimbursement Policy

It is the policy of the Board of Licensure in Medicine (BOLIM) to offer this tuition assistance for employees who voluntarily seek to further their professional development through participation in educational courses.

This policy does not apply to training or educational programming that the Executive Director determines is necessary to fulfill, or otherwise part of, the employee's job responsibilities.

BOLIM will honor any one-time approval(s) for tuition reimbursement voted on by the Board prior to the adoption of this policy, so long as the terms of any such approval or reimbursement does not conflict with federal or state laws, and subject to budget limitations, continued employment with BOLIM, and satisfactory or better employee performance reviews are maintained.

This tuition reimbursement policy is intended to provide tuition assistance for voluntary, outside of work educational opportunities engaged in by BOLIM's employees and allowable under 29 C.F.R. § 785.31 and Maine Human Resources Policy & Practices Manual, § 13.2.

This policy is subject to change should federal or state laws, regulations, or guidance change, with or without notice to a participating employee.

Definitions

Bona fide educational institution means accredited U.S. colleges and universities, Maine school administrative districts, and Maine adult education centers.

Qualified Employee means an individual who is employed by the Maine Board of Licensure in Medicine and classified under State of Maine civil service classifications as

a permanent full-time or part-time employee, who has worked at BOLIM for a period of at least one year at the time they apply for tuition reimbursement.

Tuition reimbursement means reimbursement provided to a BOLIM employee to voluntarily attend courses at a bona fide educational institution capped at \$10,000 per employee during their tenure as a BOLIM or Board of Medicine employee.

Tuition reimbursement eligible course means any course, whether part of a degree program or not, offered by a bona fide education institution that the employee will voluntarily attend.

Funding

BOLIM's funding for tuition reimbursement is subject to the availability of funds to do so in each annual budget and is not guaranteed to any employee or in any annual budget. BOLIM reserves the right to establish budgetary limits and to make determinations about its annual budget that may directly impact the availability of the funds available for tuition reimbursement, including that there may be some annual budget cycles during which no funds are available for tuition reimbursement.

BOLIM may change the per-employee cap listed below with or without notice to any individual employee.

An employee who has other forms of education benefits such as GI Bill, Veterans Dependents, or other scholarships or grants may only apply for reimbursement for eligible tuition costs that are not covered by those other benefits.

Employee Eligibility

An employee who wishes to apply for tuition reimbursement must be a permanent full-time or permanent part-time employee of BOLIM for at least one year prior to making application for assistance.

The employee must have a satisfactory performance rating, as recorded on the most recent performance evaluation prior to application, with no record of disciplinary action within the last year.

If an employee leaves BOLIM's employment, for any reason, before the completion of a course to be reimbursed under this policy, BOLIM is not obligated to make any tuition reimbursement.

BOLIM reserves the right to request that an employee repay tuition reimbursement for any courses completed fewer than 6 months prior to the employee's departure from BOLIM employment.

Program/Course Priority

The Executive Director will consider approval based on the following order of priority:

1. A course or program that affords the employee the ability to obtain a General Education Diploma (GED).
2. A course that is not part of a degree program and whose content relates specifically to the employee's current position or to a promotional opportunity in a related career ladder within BOLIM or the Department of Professional and Financial Regulation (DPFR).
3. A course that is part of a degree program for which the employee has been accepted if the degree program is related to a career within BOLIM or DPFR.

Course Eligibility

The course or degree program must be relevant to the employee's current job duties or potential career advancement opportunities within DPFR.

The content of the course must not be available through in-service training.

Courses may be taken in person or remotely, consistent with the educational institutions policies or requirements.

Courses must be offered through bona fide educational institutions.

Courses must be taken during off-duty hours, unless the Executive Director receives and grants a written waiver request for a course available only during an employee's workday. In considering such a waiver request, the Executive Director will consider the impact of the employee's absence into their decision whether to approve the course. If the Executive Director approves the course and the timing, the employee must use PTO, or, if permitted by the Executive Director and the employee's supervisor, arrange appropriate flex time. Any time away from the job to attend a course under this policy requires prior approval from the Executive Director.

Participation in this education, attending courses, coursework, and all related time and efforts to complete courses, are all strictly voluntary. Under no circumstances will attendance at an eligible course or degree program approved under this policy be considered as overtime worked, or as otherwise compensable by BOLIM or the State of Maine.

Tuition Reimbursement Cap, Rate & Coverage

Each employee is eligible for tuition reimbursement for no more than two courses per semester and no more than \$10,000 over the employee's tenure with BOLIM. In limited circumstances, and based on a written request, exceptions may be considered and approved by the Board, in the Board's sole discretion and based on funding availability. BOLIM may reduce this maximum cap at any time without notice to ensure funds are available to perform its statutory functions and duties.

The rate of tuition reimbursement shall be capped at a maximum equal to the University of Maine System's per-credit-hour rates in effect at the time of the employee's enrollment.

BOLIM will only reimburse the educational institution's billed cost for the credit hour(s) of the course and built-in course fees (e.g., lab fees).

Tuition reimbursement shall not be provided for:

- General student or campus fees (e.g., parking fees);
- The cost of books and other course-related expenses that are not built-in course fees; or
- Travel expenses.

Application Contents and Process

Applications shall be submitted for any eligible course no later than July 31st for fall courses; December 1st for spring courses; and April 1st for summer courses. If these days fall on a weekend or State holiday or State government is closed on the due date, the deadline shall be the next business day. If an employee is applying for an off-cycle, but otherwise eligible course, they shall submit their application for tuition reimbursement no later than 21 days prior to the enrollment deadline for the course. BOLIM may alter these application deadlines.

Applications shall state the educational institution at which the course will be taken, the name and a brief description of the course that will be taken, with a link to the course offering, describe whether the course is a stand-alone course, or part of a degree program, and the relationship of the course to the employee's position or potential for advancement within BOLIM or DPFR. The employee must explain how the course or program will improve their job performance and/or prepare the employee for greater responsibility. If an employee is receiving educational benefits from other sources, GI Bill, scholarships, or grants, such educational benefits and their amount shall be disclosed on the application. An employee who receives such educational benefits after applying for tuition reimbursement under this policy must disclose the other educational benefit(s), and the amount of each, within seven (7) calendar days, and must not submit for payment reimbursement without disclosing all other educational benefits and the amount(s) applicable to the course(s) that have been approved under this policy.

An employee enrolled in a degree program approved by the Executive Director must apply for tuition reimbursement each semester. An employee enrolled in a degree

program which has been approved by the Executive Director does not need to justify every course they intend to take within that degree program each semester.

An employee seeking tuition reimbursement but not enrolled in an approved degree program must justify each course taken.

Every qualified employee who submits an application for tuition reimbursement by the deadline will be considered for tuition reimbursement during any given course period. If necessary, due to limited available funds, applications will be ranked and granted according to the priorities listed above. In the event two or more employees' requests are of equal priority, and the available funds will not cover all employees' requests, the Executive Director, as witnessed by the Assistant Executive Director, shall perform a random drawing of names, with the requests granted in the order drawn.

The Executive Director is vested with the authority to exercise his discretion to evaluate all applications and grant or deny all tuition reimbursement requests. In reviewing each request, the Executive Director may speak to each employee's supervisor.

An application for tuition reimbursement may be denied, regardless of whether the employee is in an approved degree program, if the program of study does not further the execution of BOLIM's sole purpose or mission, if sufficient funds are not available in BOLIM's budget, if the course conflicts with the employee's work schedule, or if the employee's performance evaluations are below satisfactory or the employee is subject to written discipline.

A copy of the approved request will be forwarded to the employee, their supervisor, and the DPFR Administrative Services Director.

Post-completion Reimbursement process

Tuition reimbursement awards will only be made after an employee has submitted proof of satisfactory completion (grade C or better) of the course(s).

Upon completion of the course(s), a payment request must be submitted to the Executive Director with supporting documentation, including

- (1) A copy of the tuition receipt showing it has been paid;
- (2) An official copy of the employee's transcript or grade for the covered course(s);
- (3) A copy of the Tuition Reimbursement Request and Executive Director's approval; and
- (4) An attestation that the employee received no other educational benefit(s) that also cover the course(s) and have paid for the course themselves.

The Executive Director shall perform a final review when all supporting documentation is received. The Executive Director, in their sole discretion, may request additional information to support the reimbursement request, including but not limited to determining whether (a) the employee paid for the course (b) the tuition has been paid, (c) any other educational benefit(s) covered some or all of the tuition, or (d) the employee completed the course with a qualifying grade.

Upon receipt of all necessary documentation, the Executive Director shall mark the payment request as agency-approved for processing to the Service Center.

THIS POLICY IS SUBJECT TO CHANGE AT THE BOARD OF LICENSURE IN MEDICINE'S SOLE DISCRETION WITH OR WITHOUT NOTICE TO EMPLOYEES.

EFFECTIVE DATE: July 14, 2026